

# Deployment Request and Check-Out Form

Initial Deployment

Response:	OSC: <input type="checkbox"/>	RSC: <input type="checkbox"/>	Other: <input type="checkbox"/>
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ICS Position Requested:	Order Number: (from ICS 213rr)
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Special Requirements, Instructions/Qualifications: Read the Mobilization Plan and Deployment Documents	IC:
	Signature:
	Date: Ext:

## Deployment Dates:

Mob Date:	Time:	Demob. Date:
Mob Date = Date & time of arrival at the Mobile Command Post		Demob Date = Last day on site

Individual Assigned:	Cell #:	Email Address: @epa.gov	Division/Branch:
	Office #:		

Supervisor:	Contact #:	Office Manager:
Signature:	Date:	Contact #:

## Emergency Contact Information: Provide at least one phone number for emergency purpose only

Name:	Relationship:
Home Phone #:	Work Phone #: Cell Phone #:

**Health and Safety Training and Medical** – You must obtain Roy Krueger (#7296) or Alan Brend's (#7346) signature prior to deployment. Complete the PPE request form and provide to SHEM staff for needed PPE (safety boots and prescription eyewear require advance notice). Waivers may be allowed when documented for limited and specific situations by the supervisor and/or IC. Only SHEM staff can provide a documented waiver.

Individual is current: H&S Trng. Yes <input type="checkbox"/> No <input type="checkbox"/> Waived <input type="checkbox"/>	Signature:	Date:
Med. Mtrg. Yes <input type="checkbox"/> No <input type="checkbox"/> Waived <input type="checkbox"/>		
Comments:		

## Deployment Process:

### Before leaving the Regional Office:

1. After you have reviewed the Mobilization Plan and Deployment Documents; completed the information above and obtained Supervisor/H&S Officer approval, then **return this form and a Request for Travel Authorization** (available in the REOC if not attached) **to the REOC.**
2. The REOC will then approve travel; provide account codes; assign a hotel room and vehicle; issue an incident badge and provide EPA t-shirts if needed.
3. Once travel has been approved by the IC, the individual's Travel Manager will complete the TA. If there are questions on account codes the TM should contact John Phillips at #7203. Questions concerning hotels or vehicles should be directed to Greg Crable or Joe Ricard at #7571.

**DO NOT MAKE ANY HOTEL OR VEHICLE RESERVATIONS WITHOUT PRIOR APPROVAL FROM THE REOC**

### Upon arrival at the site:

1. Everyone must report to the Mobile Command Post at the beginning of every rotation immediately after arriving at the site to check-in. **NO EXCEPTIONS**
2. Ensure that Operations has your cell phone number and knows where you will be staying while at the site.
3. Everyone must have and display, at all times, both EPA and Incident badges while working at the site.

I have read and understand the above information and the information provided me in the Mobilization Plan:

Name:	Signature:	Date:
Logistics Chief	Signature:	Date:

## REOC USE ONLY

IC/REOC Manager	Initials	Finance	Numbers	Initials	Planning	Initials
Travel Approved		Account Code			ID Badge	
		TM Account Label			Documentation Requirements	

Logistics	Numbers	Initials	Comments:
Hotel Rm#			
Vehicle			
T-Shirts			
Deploy Document Review			